

District 6 Juvenile Justice SUDS Committee Operations Plan

Article I: Name

The name of this organization shall be the "District 6 Juvenile Justice SUDS (Substance Use Delivery System) Committee".

Article II: Purposes and Functions

Section 1: Purposes

The purpose of the District 6 Juvenile Justice SUDS Committee will be to oversee a cost effective, district wide, substance abuse system to reduce substance abuse and criminal behavior among juveniles, while maximizing the utilization of the appropriated funds for services. Further empowering juveniles and their families to support a positive lifestyle by providing strength-based treatment and rehabilitative services tailored to the needs of the family and juvenile.

Section 2: Functions

1. Oversee District Wide Comprehensive SUD service plans that include Intake, Assessment, Level of Service, Service Authorization, Service Delivery, Payment Authorization, Service Coordination and Continuous Case Management.
2. Maximize the utilization of the appropriated funds for services and support for juveniles and their families within District 6.

Article III: Membership

Membership shall consist of Probation Directors or Chief JPO's from each of the Counties in the sixth district, IDJC District Liaison and staff member District 6 SUDS Project Coordinator.

1. Bannock County- Matt Olsen, or designee
2. Bear Lake County- Ron Harper, or designee
3. Caribou County- Justin Steele, or designee
4. Oneida County- Jill Davis, or designee
5. Franklin County- Boone Smith, or designee
6. Power County- Connie Shepherd, or designee
7. IDJC District Liaison-Lennart Nivegard or designee
8. District 6 SUDS Project Coordinator

Article IV: Meetings

The District 6 Juvenile Justice SUDS Committee shall meet quarterly via conference call or in person. Additional meetings may be called by any member of the District 6 Juvenile Justice SUDS Committee as needed by requesting such a meeting with the chairperson.

A chairperson, as elected by the committee members will be the District 6 District Liaison and will preside at all meetings and maximize the function of this Committee.

Article V: Voting

The District 6 Juvenile Justice SUDS Committee will use a decision making protocol and problem Solving protocol that discusses and reviews issues until everyone's opinions are heard and understood, especially opposing opinions. The decision is made with a simple majority vote

The Chairperson will ensure that every member has been informed and given the option to attend the meeting prior to a decision or problem being voted on. This allows the more rural members to be involved in the process.

The District 6 Juvenile Justice SUDS Committee is dedicated to working as a team to resolve problems that may be presented by any member of the committee.

Article VI: District 6 SUDS Project Coordinator

The Project Coordinator will be a part-time positioned housed within Bannock County to be utilized by all counties in District 6. Duties will be outlined further in the plan. Funding for the position will come from Bannock County SUDS funds and will not exceed \$7500.00 in a fiscal year. Funding can be re-evaluated and voted on as needed.

Article VII: Operational Protocols

The District 6 Juvenile Justice SUDS Committee will monitor the District Wide Plan that includes Operational Protocols and Memorandums of Understanding as outlined by Idaho Department of Juvenile Corrections through attachment documents.

DISTRICT 6 PLAN AND OPERATIONAL PROTOCOLS FOR SUDS

Chief Probation Officer for each county will oversee the collection of performance and financial data in their point of service, and report on the data at the District 6 JJSUDS committee quarterly meeting. Below we have outlined each of the areas designated in the IDJC District Guidelines;

INTAKE:

1. **Identify Potential Clients/Initial Screening:** Each County Probation Department will administer a risk assessment tool that has been validated for use with juveniles (, YLS/CMI, and GAIN SS) to identify those juveniles needing further Assessment and determine risk level.
 - a. County JPO will utilize current County systems to meet the needs of those not needing further assessment.
 - b. County JPO will screen participants who may be eligible for Medicaid or Drug Court funding and make appropriate referrals for services.
 - c. If the County JPO deems further assessment is necessary the JPO will complete the following packet for submission to the Project Coordinator for eligibility of JJ SUDS funding;
 - (1) JJSUDS Assessment Referral Form
 - (2) JJ SUDS Release of Information Form
 - (3) YLS/CMI or GAIN SS results
2. **Initial Screening:** Once Juveniles have been identified as needing further assessment and the packet has been completed, the Project Coordinator will be notified. In some cases, the Project Coordinator will assist the probation staff to gather the information to complete the packet.
3. **Initial Assessment:** District 6 is proposing to use approved Providers who meet standards for Qualified Substance Use Disorder Professionals (QSUDP) or QSUDP Trainees to complete Initial assessment.
 - a. Assessments will be conducted by a QSUDP or QSUDP Trainee using the GAIN I.
 - b. GAIN I assessment completed within 14 days of referral.
 - c. Completed assessment results will be returned to referring County Probation Officer as soon as possible.
4. **Determining Level of Service & RSS Needs:** Based on completed assessment, Project Coordinator will work with referring Probation Officer to determine appropriate level of Service (Level 1, Level II.1, Drug Court, Medicaid, etc.) And Recovery Support Services needed and associated funding.
5. **Service Plan including RSS developed and approved and authorized:** The Project Coordinator will work with referring probation officer, provider and family to develop the service plan and authorize the timeframe and cost of treatment. Chief Probation Officer will approve the voucher or referral and send copies to provider and client.
 - a. **Service Delivery:** District 6 will use approved BPA providers.

- a. The Project Coordinator will ensure the provider will send documentation of missed appointments, updates and concerns to the referring County Probation Officer. Staffing will be a reimbursable service to assist with time involved in communication.
 - b. Treatment providers will notify and work with the referring county probation officer on ensuring the juvenile have services which fit their treatment needs.
 - c. The Project Coordinator will provide the SUDS Committee and County probation with monthly updates on approvals or concerns.
- b. Services Authorized:**
 - a. Counties will use IDJC's JJ SUDS Rate Matrix to provide consistent services throughout the statewide treatment system. A copy of the current Rate Matrix is posted on the IDJC Public Website: http://www.idjc.idaho.gov/?page_id=278, and is attached at the end of this document.
 - b. If a service is needed which is not listed on the official Rate Matrix, the rate and corresponding service will be contractually arranged with the help of the IDJC JJ SUDS Program Manager.
 - c. Once the Project Coordinator and County probation determine services needed the authorization form will be completed by the Project Coordinator and submitted.
- 6. Payment Authorization:** Counties will use the existing BPA Network of providers to ensure quality services being provided to juveniles. All BPA providers will be required to use the current billing process through WITS. IDJC will pay claims submitted electronically by providers through WITS. Any non-BPA provider will be only considered with approval from the IDJC SUDS Program Manager in order to ensure contract compliance and payment procedures are in place.
 - a. Courtesy Supervising Counties are authorized to spend funds in keeping with communicating with the originating county on the juveniles ongoing needs.
- 7. Continuous Case Management:** Probation Officers will work directly with treatment providers and families to ensure progress in treatment is being made and report to the Project Coordinator any request for additional authorizations for services. The Project Coordinator will make recommendations to the SUDS Committee on continuation or discontinuation of services. When requesting continuation of services, providers will be required to provide the Project Coordinator with clinical documentation congruent with the ASAM standards.
- 8. Performance Measures:** The Chief Probation Officer in each county will provide any performance data as requested by the Department of Juvenile Corrections. IDJC will complete an annual Program Evaluation and report associated outcomes to the counties to ensure effective service delivery.

By the authorizing signature below, the District 6 Substance Use Disorder System Committee confirms the procedures outlined in this document have been adopted for the District 6 Juvenile Justice Substance Use Disorder System funding and use.

Lennart Nuegard
Committee Chairperson

3-19-15
Date